



**FEDERAL ELECTION COMMISSION  
VACANCY ANNOUNCEMENT**

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| <b>Position Title and Grade</b><br><br><b>ATTORNEY<br/>GS-905-11/12/13</b><br><br><b>\$62,467-\$115,742</b>                    | <b>Area of Consideration</b><br><br><b>FEC-WIDE</b> | <b>Announcement No.</b><br><br><b>12-021</b>           |
| <b>Organizational Location</b><br><br><b>OFFICE OF GENERAL COUNSEL<br/>Complaints Examination and Legal<br/>Administration</b> | <b>Opening Date</b><br><br><b>04/17/2012</b>        | <b>Closing Date</b><br><br><b>04/30/12<br/>11:59pm</b> |

**THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY.**

**THIS IS A PERMANENT, FULL TIME POSITION. THE FULL PERFORMANCE LEVEL IS GS-13.**

**ROLE OF THIS POSITION:**

The day-to-day responsibilities of the incumbent will entail the review of all incoming complaints and referrals for purposes of determining the Commission's jurisdiction to proceed under Title 2 of the United States Code. The incumbent will also work with a team of paralegals and attorneys to identify potential respondents and assess potential violations of the FECA. Additionally, the incumbent will prepare substantive reports for Commission review. Specifically the incumbent drafts reports to the Commission, including: EPS Closing Reports, Draft Statements of Reason, and ad hoc reports. At the direction of the Supervisory Attorney, prepares complaint summaries and public record file preparation documentation. Assists in the preparation of statistical compilations concerning the Office of the General Counsel's performance. Tracks and monitors case development in Law Manager and EPS databases. These reports will include both legal and statistical analyses. The incumbent will routinely present matters to other staff attorneys, managers, Commissioners and Commission staff. Additional responsibilities will include the substantive review of all enforcement case-related correspondence (both incoming and outgoing), reports, briefs, memoranda, and certifications, and the coding of such material for entry into various databases, including the EPS and CMS systems. The incumbent will also perform other related duties, including work on special projects, as assigned.

**LEVEL OF RESPONSIBILITY:**

The incumbent independently conducts legal research in connection with cases assigned to the Office of Complaints Examination and Legal Administration, and refers questions back to complainants and referring agencies, where further development of facts is needed. Research documents may include statutes, legal opinions, policies, regulations, legal texts and cases.

The incumbent independently makes recommendations on the placement of previously inactive cases on the active Enforcement Docket and independently drafts reports to the Commission.

The incumbent informs the supervisor of any unusual circumstances surrounding the cases, any background information that must be considered and any important policy considerations that may govern development of the cases.

The incumbent exhibits a writing ability sufficient to document policy interpretations, reports, and other manuscripts which are explanatory, persuasive or exploratory in nature for a wide variety of audiences.

Completed work is normally assumed to be accurate with respect to legal citations, treatment of facts and other technical aspects. The supervisor, however, may review written work for soundness of approach and argument, application of legal principles and consistency with agency policies, procedures and regulations.

### **QUALIFICATION REQUIREMENTS:**

**Mandatory education and credentials:** An applicant must hold a law degree from an accredited law school and be a member in good standing of the Bar of a state, the District of Columbia, Puerto Rico, or any territorial court under the Constitution.

**Specialized Experience:** To qualify, the experience must have been equivalent to one year of service at the next lower grade in federal service. This means that in order to be eligible for appointment at the GS 11, a law degree, bar membership. GS-12 level, a law degree, bar membership and must have one year of experience as a practicing attorney. GS-13 level, law degree, bar membership and must have two years of experience as a practicing attorney.

**Evaluation Method:** Final ranking is based on an evaluation of applicant's experience, education, and training as they relate to the knowledge, skills, and abilities required for the position, including an analysis of the candidates' writing sample. Internal applicants must submit a copy of their most recent performance appraisal; this appraisal and an internal applicant's awards history will be considered in the evaluation process.

**TIME-IN-GRADE REQUIREMENT:** In order to be eligible for appointment at the GS-12 level, an applicant currently employed in the Federal Government and paid on the General Schedule must already be a GS-11 or must have completed one year of service at the GS-11 grade level or equivalent. In order to be eligible for appointment at the GS-13 level, an applicant currently employed in the Federal Government and paid on the General Schedule must already be a GS-12 or must have completed one year of service at the GS-12 grade level or equivalent.

**Please provide a cover letter of at least two pages summarizing the evidence of your competencies in the following areas which will be used to determine the best qualified candidates. Applicants who do not submit a cover letter addressing the competencies will be ineligible for further consideration.**

1. Describe your ability to write clearly, and concisely, with particular emphasis on the ability to analyze complex legal issues.
2. Describe your ability to create, compile, and evaluate case-related information using databases.
3. Describe your ability to use Microsoft Excel or other spreadsheet programs to organize and evaluate information.

### **HOW YOU WILL BE EVALUATED:**

Attorney applicants are evaluated in a two-step process. On the basis of written materials submitted in accordance with the vacancy announcement, step one weighs the candidate's legal education and legal

experience against a pre-determined set of criteria. If you meet the minimum qualifications for this job, you may be requested to submit a separate supplemental written statement specifically addressing how your background and experience relate to the technical competencies qualifications of this position. Your application will be further reviewed and rated to assess the quality, depth, and complexity of your accomplishments, experience, and education as they relate to the qualifications stated in this vacancy announcement. The highest rated candidates will be interviewed during a second phase of applicant evaluation. Final ranking is based on an evaluation of experience, education, training, and ability, including an analysis of the candidates' writing samples. Only those applicants found to be among the best qualified may be contacted for further assessment, such as interviews and consideration by the selecting official. Internal candidates should provide a copy of their most recent performance appraisal.

### **CONDITIONS OF EMPLOYMENT:**

- This is a permanent full-time position in the Excepted Service and does not confer Federal competitive status. This position is included in the bargaining unit.
- The successful applicant may be subject to a background investigation and security clearance. Continued employment will be subject to the successful completion of the investigation and favorable adjudication.
- Persons selected may have to satisfy a probationary period.
- All standard government benefit programs apply. Additional information on benefits for Federal Employees can be found at [www.opm.gov/jobseekers](http://www.opm.gov/jobseekers).
- The incumbent may be eligible for a transit subsidy up to \$125 per month.
- The incumbent must be a U.S. citizen.
- Males born after 12-31-59 must be registered for selective service.
- Direct deposit of pay is required.
- Relocation expenses will not be paid.

### **BENEFITS:**

All standard government benefits program apply.

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info:

<http://www.usajobs.gov/jobextrainfo.asp#FEHB>

Life insurance coverage is provided. More info:

<http://www.usajobs.gov/jobextrainfo.asp#life>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info:

<http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info:

<http://www.usajobs.gov/jobextrainfo.asp#HOLI>

### **HOW TO APPLY:**

ALL APPLICANTS MUST SUBMIT THE FOLLOWING MATERIALS BY THE CLOSING DATE OF THE ANNOUNCEMENT. APPLICATIONS RECEIVED AFTER THE CLOSING DATE OF THE ANNOUNCEMENT WILL NOT BE CONSIDERED.

1. Applicants may apply for this position with a resume, or other application format, as long as the application contains the necessary information below:
  - a. Vacancy announcement number; title and grade(s) of the job for which applicant is applying;
  - b. Your full name, day and evening numbers mailing address, country of citizenship. If applicable, reinstatement eligibility to Federal Service and highest Federal civilian grade ever held on a permanent basis;
  - c. Name, city, and state of colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s);
  - d. Job titles, salaries, employers' names and addresses, supervisors' names and phone numbers (indicate if we may contact your current and former supervisors), starting and ending dates and hours per week;
  - e. Job-related training courses, special skills, certificates and licenses, honors, awards and publications;
  - f. Bar Admission Status.
2. Internal FEC applicants must submit a copy of their most recent performance appraisal.
3. A cover letter summarizing the evidence of your competencies.
4. One writing sample.

### **WHERE TO SEND APPLICATIONS:**

**(NOTE - Only applications via e-mail will be considered. Applications submitted by any other method will NOT be considered).**

1. E-mail to [ogcjobs@fec.gov](mailto:ogcjobs@fec.gov).
2. The subject line must contain the announcement number **(12-021)** and the **applicant's name**.
3. If you are unable to include or attach supplemental documents via email, you may submit your information by fax to 202-219-0108. Only supplemental information will be accepted via fax.

Your application and all supporting documentation must be received by April 30, 2012, 11:59 pm (Eastern Time) on the closing date. Applications received after the closing date of the announcement will not be considered.

For additional information, call Human Resources at 202-694-1080 or send inquiry to [fecjobs@fec.gov](mailto:fecjobs@fec.gov).  
**Do not send your application to this website.**

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities.

**WHAT TO EXPECT NEXT:**

Once your complete application is received, we will conduct an initial evaluation of your qualifications and determine your ranking. If you meet the minimum qualifications for this job, you may be requested to submit a separate supplemental written statement specifically addressing how your background and experience relate to the qualifications of this position. Your application will be further reviewed and rated to assess the quality, depth, and complexity of your accomplishments, experience, and education as they relate to the qualifications stated in this vacancy announcement. The best-qualified candidates will be referred to the hiring manager for further consideration and possible interview this announcement. You will be notified of the outcome.